



**Town of Arlington, Massachusetts**  
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## 12/04/2012 Minutes

Arlington Master Plan Advisory Committee  
 Minutes: December 4, 2012, 7:00 – 9:00pm  
 Approved April 4, 2013  
 Selectmen's Hearing Room, Town Hall, 2nd Floor

### Introductory Meeting

Members present: Harris Band, Eric Bourassa, Greg Bowe, Joseph Barr, Pam Heidell, Ann LeRoyer, Charles Kalauskas, Bob Radochia, Carol Svenson, and Monica Tibbits

Absent: Sheri Baron

Also present: Christine Scypinski and Mike Cayer representing the Arlington Redevelopment Board (ARB), Bruce Fitzsimmons- chair of the ARB, Town Manager Adam Chapdelaine; Dir. Carol Kowalski, Laura Wiener, and Joey Glushko (note taker) of the Planning Dept.; Steve Byrne representing the Board of Selectmen (BoS), Stacie Smith and Eric Roberts of the Consensus Building Institute (CBI), Joan Roman – Town Public Information Officer

Welcome and Overview - Review Purpose  
 Eric Roberts of CBI reviewed the agenda for participants.

Town Manager Adam Chapdelaine and ARB Chair Bruce Fitzsimmons welcomed Committee members and the start of this master planning process.

Board of Selectmen representative Steve Byrne and ARB representatives Christine Scypinski and Mike Cayer were introduced; Mr. Byrne and Ms. Scypinski would serve as non-voting liaisons to the Committee from their respective Boards. Planning Dept. staff Laura Wiener and Joey Glushko and Public Information Officer Joan Roman were introduced.

### Introductions of Representatives

Names, Constituencies, Backgrounds – Each of the members of the committee introduced themselves and highlighted elements in their backgrounds which brought them to this committee participation.

Expectations and Hopes for the Process – Committee members were referred to the handout "Your Town, Your Plan." Carol Kowalski stated that additional elements may be addressed to reflect community desires, beyond the elements of a master plan as recognized by the State.

### Presentation of Feedback from Public Workshop

Carol Kowalski presented a brief summary of the October 17 master plan goals workshop, highlighting the top responses in each of the topic categories; see the chart handout titled "Arlington: Where are we Now and Where do we want to Go?"

Discussion of Draft Operating Protocols and Outreach Plan – The Master Plan Consultant will assist with the development of the operating protocols and outreach plan. The consultant selection is in process, and is expected to be on-board in January, 2013.

Discussion: Stacie Smith presented a brief introduction to consensus building, while Carol Kowalski discussed how interim reports and recommendations from this committee will be brought to the ARB, Board of Selectmen, and

Town Meeting for endorsement before the final plan. Joe Barr asked about the relationship of Vision 2020 to this process (see handout titled "Arlington Vision 2020 Goal Statements"), which Carol addressed, noting that Vision 2020 Goals were not about physical development and land use, but about community values, and that the plan is expected to be consistent with the Vision 2020 Goals.

Discussion of Public Outreach Plan – This process will be developed in conjunction with the Master Plan Consultant.

Groups/Orgs/Entities to engage – participants itemized groups that they thought would be considered stakeholders in this process and keys to the outreach effort; see the attached listing for those mentioned.

Action: Create lists of groups/stakeholders, group them by "interest/focus" – all committee members are encouraged to do this exercise.

Strategies and Liaisons to engage them – Pam Heidell asked about funding and support programs for plan implementation. Carol Kowalski responded, citing the Community Preservation Act (CPA) and Smart Growth Districts as funding examples some communities use for plan implementation. Christine Scypinski suggested providing copy of RFP to committee, so that they would know what was expected of the consultant.

Action: Carol Kowalski will send to committee members the Request for Proposals for the master plan consultant since this had helpful background information.

Action: Committee input for public outreach.

Process Work Plan, Meeting Scheduling, and Information Needs - The Open Meeting Law applies to meetings of this and all committees, Ms. Kowalski stated. Copies of the Town's Legal Handbook were distributed to members present. A form to determine meeting schedule coordination was circulated; this will aid determining future meeting dates.

Action: Propose a meeting schedule for the new year; assigned to Joey Glushko.

Public Comment – Harris Band asked how the master planning process would best take advantage of the expertise available from this Committee. The participation in meetings and workshops of this group, as well as working groups of narrower focus, have an educational role as well as obtaining input and distributing information.

Action: Carol Kowalski will assemble examples of other master plans from different communities. These will be posted to the committee, or made available via an electronic link.

Meeting adjourned at 8:45 pm.

Submitted by Joey Glushko

Discussion of 12/4/2012

Groups/Orgs/Entities to engage

- Chamber of Commerce
- Businesses and Landlords of business locations
- Housing Corporation of Arlington
- Open Space Committee
- Zoning Board of Appeals
- PTO and Schools
- Mass Cultural Council
- Arlington Center for the Arts
- Public Art Committee
- Cultural Commission
- Historic Commission
- East Arlington Livable Streets

- Property owners
- New/ potential businesses
- Service organizations –
  - Police
  - Fire
  - Schools
- Town Meeting Members

Strategies for outreach

Arlington Advocate  
Workshops  
Social Media  
Inform the public